

**PROCUREMENT CARD PROGRAM CARDHOLDER AGREEMENT**  
**Accounting Department**  
**Lincoln Public Schools**

Lincoln Public Schools is pleased to present you with the LPS PROCUREMENT CARD. It represents the School District's confidence in you as a responsible employee of the School District entrusted to safeguard and protect the assets of Lincoln Public Schools.

I, \_\_\_\_\_, hereby acknowledge receipt of a Lincoln Public Schools Procurement Card. As a procurement card user, I agree to comply with the terms and conditions of this Agreement and the stated provisions of Lincoln Public Schools Procurement Card Program User Guide provided to me. I acknowledge receipt of the User Guide and confirm that I have read and understand its provisions. I understand that Lincoln Public Schools is liable to the issuing bank for all charges made by me.

As the user of this Procurement Card, I agree to accept responsibility for the protection and proper use of this card as outlined in this Agreement and User Guide. The Procurement Card must be physically presented to the vendor and cannot be used for telephone/oral transactions nor should the card numbers be given to an unauthorized person. I understand that Lincoln Public Schools WILL audit the use of the procurement card. I understand that I CANNOT use the Procurement Card for the purchase of restricted items listed on the back of this agreement and in the User Guide. I also understand that items, where the Lincoln Public Schools Prime Vendor Agreements and School District Catalogs are in place, MUST be purchased from the Lincoln Public Schools contracted suppliers.

I further understand that improper or fraudulent use of the Lincoln Public Schools Procurement Card may result in corrective action in accordance with the policies of the Human Resources Department. Should I fail to use this Procurement Card properly, I authorize Lincoln Public Schools to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases and any applicable sales tax. I also agree to allow Lincoln Public Schools to collect any amounts owed by me even if I am no longer employed by the School District. If Lincoln Public Schools initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by Lincoln Public Schools in such proceedings.

I understand that Lincoln Public Schools may terminate my right to use the Procurement Card at any time for any reason. I agree to return the card to Lincoln Public Schools immediately upon request or termination of employment.

<b>APPLICANT</b>	
Signature: _____	Date: _____
Printed Name: _____	Soc. Sec.# _____ - _____ - _____
Building/Department/Division: _____	

## ITEMS NOT AUTHORIZED FOR PROCUREMENT CARD USE

The use of the procurement card is restricted to items that cannot be procured through the district's annual purchasing cycle, items that cannot be procured through the Distribution Center, or items not included in exclusive contract agreements made with various suppliers.

**The procurement card may not be used to purchase personal items of any kind nor any of the following list of items:**

- Equipment of any kind, except for small classroom items that are not in LPS catalogs and total less than \$350.
- Alcoholic beverages, drugs, pharmaceutical products, or controlled substances.
- Personal or special occasion items (such as kleenex tissue, greeting cards, invitations, paper cups or plates, pictures, radios, coffee pots, fans, heaters, art objects, or other small electronic devices, etc.).
- Conference fees, registration fees, and training fees (except for card custodians).
- Food items except those allowed by policy.
- Airline, rail, or bus tickets.
- Payments to individuals, employees, or students for any reason.
- Honorarium payments.
- Expenses for faculty and staff recruiting, advertising, or entertainment, of prospective employees.
- Moving expenses.
- Gifts, donations, or contributions to individuals or organizations.
- Refunds of revenue.
- Firearms, ammunition, explosives, or other items that are considered to be dangerous.
- Purchase of, or removal of, hazardous or radioactive materials.
- Time or lease payments of any kind.
- Pyramiding (multiple purchases to cover same transaction).
- Tuition payments.
- Cash advances.
- Consulting services.
- Construction or renovation items.
- Dues, memberships, or subscriptions (except for card custodians).
- Automotive supplies, repairs, or gasoline (except cases of specific pre-approval).
- Business cards or stationery products.
- Purchase involving trade of school district property.
- Telephones, cellular telephones, and related equipment.
- Cylinder gases and liquid nitrogen.
- Memorial gifts or flowers for employee related illness or death.
- Gift certificates.
- Conference or travel expenses that are reimbursable expenses, except for student groups on one-day field trips.
- Telephone, fax, or Internet orders (except for card custodians).